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Registrar/TR

30 December 1958

Chief, Operations School

Guidance for Registration Services

REF : Memorandum of 2 December 1958, entitled "Guidance for Registration Services"

1. In all courses given by the Operations School, a more specific description of the student's current assignment would be of value to the instructors. This should include a clear description of the students' duties, the geographic area, specific type of operations, support activities, etc. Such terms as "intelligence officer," "liaison assignment" or "desk officer" are not adequate.
2. A description of any projected assignments, using the same details as (1) above would also be of assistance.
3. More information on the student's academic and Agency training, as well as on experience in the Agency or outside, with some indication of achievement would assist the instructors to shape materials to fit the student's needs. This is particularly important to emphasize selected subject matter. Examples: number of years in CIA, number of years overseas, experience in fields other than shown in (1) and (2) above.
4. In most cases the student materials are in order to accommodate the maximum number designated for each course, thus lead time is not important from that standpoint. Registrations not in excess of these maximums can be taken up to course time. What is important is that under-subscribed courses be identified at least five (5) working days before opening date. The present system of weekly registration lists serves this purpose and should be continued.
5. Pictures should accompany all registration forms. For larger classes especially, pictures aid the instructor to identify former students when preparing evaluations, course reports, etc.
6. It is assumed that such information as grade, career designation, and component assignment will continue to appear on registration forms.

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7. Registration forms should be in the hands of the instructors no later than the work day preceding the opening of the course.

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